

Subject: **Outside Employment (Moonlighting)**

Applies to: All University Staff (See Faculty Handbook for Guidelines on Consulting Policy for Faculty)

I. Policy: The University recognizes the right of University staff to engage in employment opportunities outside the University. Outside employment must not conflict with the duties, responsibilities, and regular periods of work of the staff member at the University. The University relies on the judgment and integrity of the staff member to avoid conflicts with the staff member's commitment to the University.

II. Guidelines:

- A. Employment at the University is considered to be the primary appointment and employment elsewhere should not interfere with this primary job commitment.
- B. Staff who accepts employment elsewhere in addition to University employment must be aware of any University requirement to work extra hours at scheduled or unscheduled times. The University expects employees to meet these requirements in spite of other employment commitments.
- C. All staff must avoid outside employment which creates a conflict of interest. A conflict of interest may exist:
  - 1. When University staff are also employed by another employer who supplies products or services to the University and the University staff are in a position to influence the use or purchase of those products or services;
  - 2. When confidential or privileged information acquired at the University is used in the outside employment activity.

III. Procedures:

- A. When a possible conflict of interest exists, an employee must seek written approval from his/her supervisor prior to accepting outside employment. Before granting approval the supervisor and staff member should review and discuss the University's Personnel Policy #113, Conflict of Interest. Approval may be granted by the supervisor only after consultation with the department head (and, if appropriate, Dean or Vice President).
- B. While staff are not required to obtain written approval from supervisors for outside employment unless there is a possible conflict of interest (see Section II.C. above), staff are encouraged to discuss outside employment opportunities with their supervisors.
- C. Staff may use accrued vacation and holidays for outside employment if the time off is approved and does not interfere with the normal operations of the department.
- D. Staff may not use University facilities, staff or other resources in performing work for another employer.

- E. Some departments may choose to establish more stringent outside employment policies due to special obligations and responsibilities of those departments. These policies, as well as any other special arrangements on outside employment, should be coordinated with the Associate Vice President for Human Resources in advance of implementation.
- F. Questions should be referred to the Office of Human Resources.

See also Policies:

#109	Solicitation, Canvassing, and Leafleting Activity Affecting the University
#112	Political Activities
#113	Conflict of Interest
#154	Corrective Discipline